

# HEALTH PREMISES INSPECTION REPORT

<b>Trading name</b>		<b>Proprietor</b>	
<b>Registration No</b>		<b>ABN</b>	
<b>Property address</b>		<b>Postal address</b>	
<b>Inspection type</b>		<b>Mobile number</b>	
<b>Date</b>			
<b>Time in</b>	<b>Time out</b>		

  

General Premises		Y	N
1	Skin penetrations premises has notified current details		
2	Suitable fixtures, fittings and floors are finished with a material that's durable, smooth, impervious to moisture and capable of being easily cleaned		
3	Provided with washing, drainage, ventilation and lighting facilities that are adequate for the carrying out skin penetration activities		
4	Provide adequate facilities for storing hairdressing/ beauty treatment appliances and utensils in a hygienic manner		
5	Premises is clean and hygienic		

  

Equipment and Facilities		Y	N
6	All equipment used is in good working order, cleaned and dried after use and kept in a clean and dry condition		
7	Hand wash basin is provided with a supply of clean, warm, potable water, liquid soap/alcohol-based hand cleanser and single-use towels/automatic hand dryer		
8	Separate sink is provided with a supply of clean, warm water for cleaning equipment		
9	Separate, designated toilets for use only by clients undertaking colonic lavage procedures are provided in close proximity to the treatment room if procedure uses a closed system, or in the room's immediate vicinity if procedure uses an open system		
10	Appropriate waste disposal bin facilities are provided (clinical waste is double-bagged and durable bins, able to be easily cleaned and adequately contain all waste, are provided in each treatment area)		
11	Appropriate sharps container provided on site compliant with AS 4261-1994 (reusable sharps container), or AS 4031-1992 (non-reusable sharps container)		

  

Health and Hygiene		Y	N
12	New, unused gloves and clean gowns/aprons are worn during skin penetration procedures (except for waxing hair removal procedures).		
13	Clean, impermeable gowns are worn during colonic lavage procedures. Gloves are appropriately disposed of immediately after completing the procedure		
14	Staff wash and dry hands before and after conducting skin penetration procedures		
15	Hospital grade disinfectant used on premises		

  

Skin Penetration Procedures		Y	N
16	Disposable gloves, clean linen and gowns/aprons are available and appropriate for skin penetration procedures carried out		
17	All instruments used to apply wax is single-use. All wax and instruments are immediately disposed of after completing the procedure		
18	Adequate supply of clean, sterile, single-use disposable needles are kept onsite in a sterile environment if used in skin penetration procedures		
19	Ink, pigment and other liquids used in skin penetration procedures are decanted into single-use containers. Single-use applicators are used		
20	Topical anaesthetic products appropriately acquired by customer from a pharmacy are only used for that patron. Schedule 4 prescription only medicines (injections) only supplied and administered by an AHPRA-registered medical practitioner		
21	Single-use articles used in skin penetration procedures are immediately disposed of after completing the procedure		
22	All needles and single-use sharps used in skin penetration procedures are disposed of in a sharps container compliant with AS 4031-1992 immediately after completing the procedure		
23	Articles previously used in skin penetration procedures that have not penetrated a person's skin have been cleaned and kept in a clean condition before being reused		

  

Sterilisation Skin Penetration Articles and Instruments		Y	N
24	Reusable skin penetration instruments/articles are sterilised and kept in a sterile environment		
25	Used equipment is properly dismantled, cleaned and dried and packaged prior to sterilisation. Packaging must be labelled prior to being placed in autoclave		
26	Records are kept onsite for at least 12 months of each reusable skin penetration article's sterilisation with time and date when sterilised, autoclave temp and pressure levels, and length of time autoclaved; or date when sent offsite and name and address of person undertaking sterilisation if sterilised offsite		
27	Onsite sterilisation is undertaken in accordance with AS 4815-2006. Reusable skin penetration articles and instruments are thoroughly cleaned, dried, placed open and appropriately packaged in correctly labelled bags (cycle #, date, operator and steriliser code)		
28	Bench top autoclave is maintained in accordance with AS 4815-2006		
29	Steriliser performance validated during installation and at least once a year from then on. Records of calibration and/or validation to be kept on site and available upon request		
30	At least one person that is adequately trained in the autoclave's operation is present at the time the autoclave is used for onsite sterilisation		

**Comments**

**Inspection outcome**      Satisfactory      Unsatisfactory

**Enforcement action**      Owner/operator provided with:

Advice/guidance

Warning letter

Improvement notice

PIN

**Re-inspection required**      Yes      No

**Inspector name**

**Person Interviewed**

**Signature**

**Signature**

**Additional comments**

# **Local Government Act 1993 and Local Government (General) Regulation 2021; Public Health Act 2010 and Public Health Regulation 2022**

This assessment report is based on guidance provided by NSW Health and the requirements and standards outlined in the above legislation. The assessment is set up as a checklist. It might not be possible to observe all the areas in a single inspection. Despite the presence of a list, each item may refer to multiple issues of compliance. The assessment focuses on the indirect and direct contact, and skin penetration illness risk factors identified by the Australian and US Centre for Disease Control. The key targets for inspection are: unsafe and unsuitable hair, beauty salon and skin penetration premises; unsafe and unsuitable skin penetration articles, equipment and instruments; unsafe and unsuitable skin penetration procedures; and inadequate sterilisation of skin penetration articles and instruments.

## **Hair and Beauty Salons**

- Premises are structurally suitable for the carrying out of hairdressing/provision of beauty treatment
- Premises are clean and in good repair
- Premises are provided with adequate, designated facilities for keeping hairdressing/beauty treatment appliances and utensils clean
- Premises are provided with washing, drainage, ventilation and lighting facilities that are adequate for the carrying out of hairdressing/provision of beauty treatment
- Premises are provided with adequate, designated facilities for storing hairdressing/beauty treatment appliances and utensils in a hygienic manner
- Premises are provided with floor coverings, shelves, fittings and furniture that are suitable for the carrying out of hairdressing/provision of beauty treatment
- Adequate washing facilities are provided for the carrying out of hairdressing/provision of beauty treatment. All wash basins are fitted with common spouts for the supply of hot and cold running water. Walls situated against any wash basins are constructed of/covered with material that is durable, smooth, impervious to moisture and capable of being easily cleaned from floor level to 450mm above the top, and to 150mm beyond each side, of the wash basin
- Shelves, fittings and furniture are suitable for the carrying out of hairdressing/provision of beauty treatment and constructed of/covered with material that is durable, smooth, impervious to moisture and capable of being easily cleaned.

## **Skin Penetration Premises**

- Occupier has notified carrying out skin penetration procedures to the local government authority. Any changes to particulars provided are notified within 7 days
- Premises are clean and hygienic
- Hand wash basin is provided with a supply of clean, warm, potable water, liquid soap/alcohol-based hand cleanser and single use towels/automatic hand dryer –
- Separate sink is provided with a supply of clean, warm water for cleaning equipment
- Separate, designated toilets for use only by clients undertaking colonic lavage procedures are provided; in close proximity of the treatment room if procedure uses a closed system; or in the room's immediate vicinity if procedure uses an open system
- Appropriate waste disposal bin facilities are provided (clinical waste is double-bagged and durable bins able to be easily cleaned and adequately contain all waste are provided in each treatment area)
- Appropriate sharps container provided on site compliant with *AS/NZS 4261:1994* for skin penetration procedures involving reusable sharps, or *AS 4031:1992* for skin penetration procedures involving non-reusable sharps.

## **Skin Penetration Articles, Equipment and Instruments**

- Equipment is in good working order, cleaned and dried after use and kept in a clean and dry condition
- Disposable gloves, clean linen and gowns/aprons are available and appropriate for skin penetration procedures carried out
- All instruments used to apply wax are single-use. All wax and instruments are immediately disposed of after completing the procedure
- Adequate supply of clean, unused, sterile, single-use disposable needles are kept onsite in a sterile environment if used in skin penetration procedures. All needles used in skin penetration procedures have not been previously used.
- Ink, pigment and other liquids used in skin penetration procedures are decanted into single-use containers. Single-use applicators are used
- Topical anaesthetic products appropriately acquired by customer from a pharmacy are only used for that patron. Schedule 4 prescription only medicines (injections) only supplied and administered by an AHPRA registered medical practitioner.

## **Skin Penetration Procedures**

- New, unused gloves and clean gowns/aprons are worn during skin penetration procedures (except for waxing hair removal procedures). Clean, impermeable gowns are worn during colonic lavage procedures. Gloves are appropriately disposed of immediately after completing the procedure
- Single-use articles used in skin penetration procedures are immediately disposed after completing the procedure
- All needles and single-use sharps used in skin penetration procedures are disposed of in a sharps container compliant with *AS 4031:1992* immediately after completing the procedure
- Articles previously used in skin penetration procedures that have not penetrated a person's skin have been cleaned and kept in a clean condition before being reused.

## **Sterilisation Skin Penetration Articles and Instruments**

- All skin penetration instruments/articles are clean, sterilised and kept in a sterile environment
- Records are kept on site for at least 12 months of each reusable skin penetration article's sterilisation with; time and date when sterilised, autoclave temperature and pressure levels and length of time autoclaved if sterilised onsite; or date when sent off-site and name and address of person undertaking sterilisation if sterilised offsite
- Onsite sterilisation is undertaken in accordance with *AS/NZS 4815:2006*. Reusable skin penetration articles and instruments are thoroughly cleaned, dried, placed open and appropriately packaged in correctly labelled bags (cycle #, date, operator and steriliser code)
- Onsite steriliser is listed on the Australian Register of Therapeutic Goods, the autoclave must be calibrated at least every 12 months in accordance with *AS/NZS 4815:2006*.
- At least one person that is adequately trained in the autoclave's operation is present at the time the autoclave is used for onsite sterilisation.